

Spec. Code: 3838  
Occ. Area: 03  
Work Area: 172  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 03/09/94

## **NIGHT SUPERVISOR OF UNIVERSITY UNION**

### Function of Job

Under general supervision from a designated supervisor, to be responsible for the operation of university union facilities and personnel working outside of normal business hours.

### Characteristic Duties and Responsibilities

1. is responsible for evening operations of university union
2. is responsible for the proper fulfillment of room, food service, and audio-visual contracts made for evening and weekend operations
3. is responsible for hiring, training, and supervising student supervisors involved in evening and weekend operations
4. is responsible for hiring, training, and supervising main desk civil service employees and main desk student employees
5. gives general supervision to civil service employees employed in departments of the union outside of normal working hours
6. relieves and acts in behalf of the guest room supervisor during absences
7. relieves and acts in behalf of the assistant to the director during absences
8. represents the management of the university union to guests, patrons, and students
9. participates in the formulation of building operational policies
10. interprets and enforces building policies and follows through on any actions to be taken against violators
11. maintains report records (money, maintenance and repair, time cards, attendance)
12. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. any one or any combination of the following types of preparation:
  - (a) supervisory experience
  - (b) experience in the operation of a housing and/or conference unit
  - (c) credit for college course work related to supervision and/or the operation of housing and/or conference units (such as management, marketing, consumer affairs, hospitality services, public relations, sociology, or psychology)

that totals 1.0 unit according to the following conversion rates:

12 months of "a" = 1.0 unit

12 months of "b" = 1.0 unit

12 semester hours of "c" = 1.0 unit

Amounts of experience or training less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. one year of supervisory experience in the operation of a housing and/or conference unit in addition to the experience/training required in #1

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none